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National Capital Consortium
UNIFORMED SERVICES UNIVERSITY
OF THE HEALTH SCIENCES
F. EDWARD HÉBERT SCHOOL OF MEDICINE
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BETHESDA, MARYLAND 20814-4799

GRADUATE MEDICAL EDUCATION COMMITTEE MEETING

07 February 2007, 1500 Hours
Board of Regent Room, D3001, USUHS

OPEN SESSION MINUTES

The National Capital Consortium Graduate Medical Education Committee met Wednesday, February 7, 2007, 1500 hours. A quorum was present.

OLD BUSINESS:

Approval of Minutes: The minutes from the January 3, 2007 NCC GMEC meeting, were approved as amended.

IV.B.10.e Program Director Searches: The Administrative Director (AD) informed the GMEC of the following ongoing NCC Program Director searches: NCC Hand Surgery Fellowship Program (Initiated 08 January 07) Pending Search Committee Nominee; NCC Family Med Sports Medicine Fellowship Program (Initiated December 06); Pending Broad Directors Approval of Search Committee Proposed Nominee Slate; NCC Radiation Oncology Residency Program (Initiated 04 December 06) Pending; Board of Directors Approval of Search Committee Proposed Nominee Slate; NCC Cardiovascular Fellowship Program (Initiated 16 October) Pending Board of Director approval of Search Committee Recommendation

IV.B.10.e Selection for Program Directors: MAJ Scott C. Moran, MC, USA, NCC Psychiatry Residency Program, effective 02 March 2007

Selection of Associate Program Directors: LCDR Matt Jacks, MC, USN, NCC Oral & Maxillofacial Residency Program, effective 22 January 07, Dr. James Kikendall, MD, Acting Associate Director, NCC Gastroenterology Fellowship Program effective, 31 January 07. LCDR Fred E Yeo, MC, USN, NCC Nephrology Fellowship Program, effective 12 September 2006

The Committee voted without objection to approve the selections. Congratulations to all!

Certificates of Appreciation: COL Douglas Waldrep, MC, USA NCC Psychiatry Residency Program, July 2004 – March 2007

Recognition of Service Award: The Administrative Director (AD) presented Ms. Diane Demmings with her 15 year Service Award.

New NCC Program Analyst: Mr. Vernon Hankerson will serve as the point-of-contact for financial transaction requests. His email address is vhankerson@usuhs.mil and his phone number is

Congratulation to all!

NEW BUSINESS:

IV.B.1 Resident Representative Issues: No issues were raised.

Committee Responsibilities:

Report of the Internal Review Subcommittee: Dr. Gunderson reported on behalf of the Subcommittee. (Attachment1).

Tracking Sheets: A copy of the tracking sheet is appended to the original copy of these minutes.

- a. 2006 issues:
 - i. The Internal Review on Critical Care medicine was submitted.
 - ii. The Internal Review for Neurosurgery is scheduled for 5 February 2007.
- b. 2007 issues:
 - i. Chairpersons are appointed for all Internal Reviews scheduled during the first half of the year.
 - ii. The new ACGME requirements for Internal Review specify that the reviews be submitted to the GMEC by the midway point in the accreditation cycle.

IV.B.11 Internal Reviews:

- a. Critical Care Medicine
 - i. The Review was performed 17 October 2006. The Committee was properly formed and the Internal Review was performed according to the NCC protocol.
 - ii. There were several impressive strengths cited.
 - 1. 100% board pass rate
 - 2. Good number and diversity of patients.
 - 3. ACGME competencies well addressed
 - 4. Prior Site Visit concerns were properly addressed.
 - iii. There were, however, a number of concerns.
 - 1. Faculty and residents could be better informed of the Goals and Objectives of each rotation.
 - 2. Follow up of patients discharged from the ICU could be improved.
 - 3. There is insufficient documentation of regular meeting concerned with professional growth.
 - 4. Lack of written guidelines delineating resident responsibilities.
 - 5. Formal documentation of interdisciplinary training was poor.
 - 6. Although it seems clear that work hours are being respected, this is not well documented.
 - 7. Evaluation of faculty members is accomplished, but may not be sufficiently reviewed, especially of key members at other sites.
 - 8. There is no formal mechanism for faculty development.
 - iv. The Internal Review Committee indicated that the program was addressing these problems.
 - v. The Subcommittee recommends that the Program Director be required to describe progress in addressing the items in paragraph iii above by 30 May 2007

Follow-Up on Prior Reviews: None submitted.

IV.B.8

ACGME Correspondence:

- a. The NIH Clinical Neurophysiology program was accredited for three years. There were several concerns raised:
 - i. Degree of interaction with core Neurology Program should be better described.
 - ii. Specific role of Fellows in teaching Neurology Residents must be clarified.
 - iii. It is not clear that there are enough pediatric cases studied and that residents get adequate experience in performing and interpreting these studies.
 - iv. Faculty supervision at Children's Hospital needs evaluation.
 - v. Although no specific response was required by the ACGME, it is recommended that the Program Director provide a progress report on the above issues i.-iv. By 23 April 2007.
- b. The Nuclear Medicine Program was accredited for two years. Citations include items 5a-5e below. The program director has already drafted his response to the ACGME (see paragraph 5 below)
- c. Hand Surgery is to have a specialist site visit on 26 April 2007.
- d. Neurology received an instruction letter on their site visit that is scheduled for 5 April 07. Dr. Judith D. Rubin is the site surveyor.

Other Matters: Progress report to ACGME on Nuclear Medicine

- a. Final written evaluations: appropriately addressed
- b. Basic science instruction: appropriately addressed
- c. Appendices D & E of the PIF were resubmitted.
- d. Goals and objectives have been rewritten.
- e. Resident handbook has been rewritten emphasizing the ACGME General Competencies.
- f. Recommend approval of the Progress Report for transmission to the ACGME.

The GMEC voted unanimously to approve the response of the PD to the RRC

Internal review administrative matters:

- a. E-Mail from Administrative Director as to components being requested by site visitors.
 - i. This was tabled due to confusion among the Committee Member as to exactly what was required. Later conversation with the Administrative Director revealed that these were questions he is always asked during Site Visits to individual Residency Programs
- b. New Institutional requirements for Internal Reviews;
 - i. New Institutional Requirements will take effect 1 July 2007 including revised requirements for Internal Reviews.
 - ii. Copies were distributed to the Subcommittee members for study before the next meeting.
- c. Addenda to Checklists: Recommended to GMEC approval
- d. Distribution of Pediatric "Companion Document"
 - i. The new Pediatric Requirements includes a "Companion Document" describing in detail the paperwork necessary for the Program Director to prepare for the Site Visit.
 - ii. The Chairman proposed that distribution to all Program Directors for information. Copies of the "Common Program Requirements" were circulated to the Subcommittee members for study to be discussed at the next meeting.

The next Subcommittee meeting is scheduled to be held on 21 February, 2007, 1500 hours, Room A2074.

The GME unanimously voted to accept the report of the Subcommittee's report.

IV.B.6

Competencies Committee: MAJ Klote reported that the committee is in the process of identifying a centralized platform where core requirements such as medical education and fatigue training could be addressed. E-Learning was identified as a possible option because there is no limit to the number of various online presentations that can be uploaded to the system. E-Learning can be accessed from any location. An e-mail address is a requirement to enter the system and must be approved by the facilities administrator. The amedd.army.mil address is currently the preferred domain user address. CDR McGuigan is working with the Navy and Army IT in an effort to get the .navy .mil address recognized as a domain address. Once this is accomplished the Navy, Army, and NCC will be able to log in and use the E-Learn system. The committee will be uploading the ten core requirements on E-Learn. MAJ Klote will be sending out an email containing the 10 power point presentations that will be uploaded to E-Learn in the near future. If there are other requirements that you would like to have uploaded please contact MAJ Klote. A discussion was raised regarding cache card restrictions and the inability to access E-Learning. In response, the option to use Blackboard which can be posted under .edu can be accessed from anywhere. In response, MAJ Klote agreed to investigate the option. The committee also discussed the possibility of presenting a five minute "best practices" to the GMEC. The presentation would also be posted on the website for others to review.

Military Unique Rotations: Residents participating in elective rotations where there is no institution with which to establish an agreement must be presented at the GMEC for information purposes. The PDs were reminded that if such rotations are required rotations, RRC approval is required.

Reimbursement for Temporary Licenses: Mr. Jason Kaar reminded the GMEC that the NCC can no longer reimburse federal employees. A request must be submitted to the GME office and a Visa check will be provided and addressed to the vendor.

IV.B.6

Report of Executive Committee: The AD briefly noted the topics discussed at the meeting, most of which are addressed elsewhere in these minutes.

IV.B.6

Report of BRAC Committee: COL Nace reported that the integration of the program is one of the goals of the committee. The Transitional Year program is working on integrating. The Orthopaedics program is awaiting a response from the ACGME. The Internal Medicine and Surgery programs have started working toward their integration as well. The library subgroup is working the issue of integrating the Learning Resource Center. Dr Kevin Moore along with the subgroup is addressing the possibility of having USU as the focal point for organizing many of the library activities. The committee is considering a single portal that is accessible from any location for all of the LRC resources by the summer or fall timeframe. Clinical departments Pathology, Pediatrics, Dermatology, and the Orthopaedic services are in the process of integrating. The issue of getting WRAMC e-mail while at NNMC is being addressed. COL Nace will disseminate additional information as it becomes available.

Final Evaluation Form: PDs were reminded to submit a copy of each trainee's final evaluation to the hospital's GME office so that a copy will be included in the records when they are forwarded to the NCC office.

IV.B.2

FY08 Budget: The FY08 proposed budget request will be released to the PDs in early March 07 in an attempt to better execute the approved budget. In particular, some of the expense submissions are being overestimated or not submitted. Accurate projections are essential if a single budget is to be administered.

IV.B.6

Allied Health Subcommittee of the GMEC: The Executive Committee is going to develop a Subcommittee of the GMEC that will specifically deal with issues related to the allied health programs that are coming into the NCC. To date, there are three pharmacy residency and a social work fellowship sponsored by the NCC. The subcommittee will consist of all program directors of the Allied Health Programs. The subcommittee will meet on a quarterly basis on the third Wednesday at 1400 hours at USUHS. The Administrative Director (AD) will Chair the subcommittee, the NCC DMEs will serve as members and Mr. Jason Kaar will serve as Legal Counsel. The first meeting will be held in March 2007.

GMEC Composition: The new wording in the institutions requirements states that the GMEC will consist of the DIO, peer nominated residents, representative PDs, and administrators, and other faculty and members according to the will of the committee. Currently, the NCC operates as a committee of the whole where all PDs are members of the GMEC. The committee continues to operate as a full committee because this is the only forum we have as a consortium to disseminate information and concerns. It also serves as a learning experience because everyone gets a chance to share concerns and resolutions. The AD noted that there are other ways to accomplish this and he asked that the committee consider whether they would like to continue to operate in the current fashion or go to another form of representation.

Graduation Update: Ms Stephenye Tyler reported that the first graduation planning meeting went well. PDs will be asked to decide on their awards nomination selection process earlier this year – 1 May 2007. The administrative officer for the awards is still being considered. The person selected will get information out to gather nominations and to coordinate the awards meeting. Ms Tyler thanked everyone for submitting their graduation summary sheets by the deadline. Those who have not submitted their summary were asked to forward them to stephenye.tyler@na.amedd.army.mil. She will be circulating a master graduation list to the PDs so that can confirm that accuracy of information and representation of their program.

IV.B.3

MOUs: Reminder that all new proposals should identify additional funding requirements, including anticipated TDY expenses. The GME unanimously voted to approve the MOU's

- Proposed reciprocal agreement with the National Rehabilitation Hospital and the consortium's Physical Medicine/Rehabilitation Residency Program. This agreement would replace an existing agreement set to expire in April, 2007 that has allowed residents from the hospital and the Consortium to train at each other's facilities. (COL, Gambel, MC, USA) NCC.07.002
- Proposed agreement with the Montgomery County Crisis Center in Rockville. This agreement would replace an existing agreement that has allowed Consortium Psychiatry Residents to train at the Crisis Center. (COL Waldrep, MC, USA) NCC.07.015
- Proposed agreement with the District of Columbia Department of Mental Health. This agreement would allow physicians in the Consortium's Residency and Fellowship Programs in Forensic Psychiatry, Emergency Psychiatry, and Inpatient Psychiatry to receive clinical training at Mental Health Department facilities, including St. Elizabeth's Hospital. (COL Malone, MC, USA) NCC.07.013
- Proposed agreement with Stanford Hospital and Clinics in Palo Alto, California. This agreement would allow Navy Lieutenant David A. Barrows, a physician in the Consortium's Anesthesiology Residency program, to receive clinical training at Stanford during the period from 1 - 31 March 2007. (COL Morgan, MC, USA) NCC.07.019

The Committee voted unanimously to approve the MOUs.

INFORMATION ITEMS:

- LTC Chester Buckenmaier, Program Director, NCC Regional Anesthesia and Pain Management Fellowship Program, LTC Mark Landau, Neurology Program Director, and LTC Michael Nelson, Program Director, NCC Diagnostic Laboratory Immunology, have been selected for promotion to the rank of Colonel.
- MAJ Kevin Moore, Program Director, NCC Family Practice DACH Program Director has been selected for Command in General Staff in Residence.
- COL Kristo has received preliminary notification that the Sleep Medicine Fellowship has been accredited. The Army may start someone as early as this summer in the program.
- Change in rank notifications should be forwarded to Ms Nimmons via email at snimmons@usuhs.mil
- Next Internal Review Subcommittee Meeting: 21 February 2007, 1500 hours, USUHS
- Next Competency Committee Meeting: 7 March 2007, 1400 hours, Board of Regents Room, Bldg D3001, USUHS
- Next GMEC Meeting: 7 March 2007, 1500 hours, Board of Regents Room, Bldg. D3001, USUHS
- Next Board of Director's Meeting: 9 March 2007, 1300 hours, Board of Regents Room, USUHS
- Allied Health Subcommittee of the GMEC (AHSG): 21 March 2007, 1400 Hours, Board of Regents Room, Bldg D3001, USUHS
- Next Executive Committee Meeting: To be determined
- June GMEC Meeting: 13 June 06, Lecture Room B, 1500 Hours, USUHS

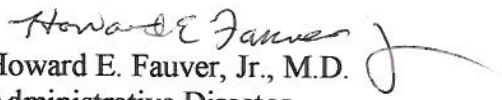
ITEMS FROM THE FLOOR:

- COL Waldrep raised a question regarding the release of adverse action information requests. In response, Mr. Jason Kaar suggested that adverse action release requests be forwarded to him for review prior to releasing information and he will assist with the preparation of an appropriate release.
- CDR McGuigan reported that the focus group will meet on the 28 Feb 07, at 1900 hours in the Board of Directors Room at NNM. The subject will be feedback on your program in conjunction with the integration and BRAC.
- LTC Bernet presented a concern pertaining to contractors working within the Service and or acting as key clinical faculty and not having it specified or documented as part of their duties. After much discussion, it was decided that the concern will be presented at the March 2007 Board of Directors meeting.
- CDR McKay raised an issue related to the support provided by the USUHS Anatomy Department in regards to research involving the use of cadavers. She noted that there has been a shortage in the availability of cadavers and inquired as to whether the GMEC can provide assistance in resolving the situation. In response, the AD added that the Anatomy Department is looking for a replacement for the person that is responsible for providing cadavers for research. The AD requested that CDR McKay provide him with a memorandum outlining the specific issues of concern and he will further address the matter.
- Dr. Gunderson reminded the GMEC that when program requirements change, the internal review checklists will be developed based upon the requirements that are expected to be in

effect when the site visit is conducted.

The meeting adjourned at 1650 hours.

A Closed Session followed.


Howard E. Fauver, Jr., M.D.
Administrative Director

Note: Reference in the left margin represents functional area of responsibility of the Graduate Medical Education Committee. Attached to these minutes are definitions of the eleven areas.